Frequently Asked Questions

The below offers guidance on some of the documents institutions are required to submit. If your question is not answered below, please reach out to the Commission. Our contact information is listed on the last page.

Cal Grant Institutional Participation Agreement (IPA):

Who should sign the IPA?

The agreement must be signed by the President/Chief Executive Officer/Chancellor. Please read each section carefully and make sure all fields are completed throughout.

Do I need to include addresses and emails on pg.1 of the IPA?

Yes, please include the mailing address for the institution and each person listed on pg. 1, as well as their email address. The addresses must match what is listed on your institution's ECAR report.

Cal Grant Program Review Survey

Do all fields need to be completed under Personnel and Duties on pg. 2?

Yes, all areas must be filled in. In addition, Financial Aid Office duties and Fiscal/Accounting Office duties cannot be performed by the same employee. The Institution must identify the name of each employee and their duties as it pertains to the Financial Aid and Fiscal/Accounting functions. The Institution must maintain a separation of function/duties between individuals who authorize and disburse Cal Grant funds so that no one individual is responsible for both functions.

Are schools required to keep funds in an interest-bearing account?

Yes, Cal Grant funds must be held in an interest-bearing account. Interest must be returned to CSAC each year. Schools without an interest-bearing account will not be approved.

Eligibility and Certification Approval Report (ECAR)

What is the Eligibility and Certification Approval Report (ECAR) and how do I find it?

The ECAR is a report generated by the U.S. Department of Education once an institution has submitted its Program Participation Agreement (PPA). CSAC does not have access to this report. It must be sent to us from the institution. The ECAR is available on the E-App for Schools Web site (https://eligcert.ed.gov/index1.html). Click on "Display your PPA/ECAR."

College Cost Estimate Form:

Where can I find instructions?

Pg. 2 of the form includes instructions.

Which program should I use to complete the College Cost Estimate Form?

Please submit one College Cost Estimate referencing the program with the highest cost. In special circumstances where the highest-cost program is significantly more expensive and does not represent the majority of students, a separate College Cost Estimate Form should be submitted. In this case, additional payment rosters may be required.

Is the Program/Course Length per academic year or per full program length?

Please enter the length of the program for the **full length of the program, not just the academic year**. As a reference, 1 academic year = 900 clock hours or 24 semester units or 36 quarter units. When determining clock hours, a semester or trimester hour must include **at least 30 in-class clock hours** of instruction and a quarter hour must include **at least 20 in-class clock hours** of instruction.

For more information about the clock-to-credit hour conversions please refer to: Clock Hours and Modules.

Cal Grant A eligible programs are at least two academic years in length that result in a degree or lead to transfer into a baccalaureate degree program. Eligible Cal Grant B programs are at least one academic year in length that results in a degree or certificate. Cal Grant C programs must be at least four months in length for approved vocational courses of study.

Please list the program length in months OR clock hours OR credit hours. If entering clock/credit hours, please indicate which is being used.

My institution has rolling start dates. How should I complete the Required Attendance section?

We offer semester, trimester, 3-quarter, and 4-quarter options for disbursement. You should select the option which would best serve your students by reporting the start dates for the required terms. It is ok if you have multiple start dates within each term, but please enter one start date per term only.

Note: One academic year = 100% Cal Grant eligibility. For example, a student awarded as a freshman may receive 400% to be used over four years. (Optional or mandatory summer sessions may utilize additional Cal Grant eligibility.)

- 2 semesters = Fall & Spring - optional Summer (using 100% eligibility)
- 3 semesters (trimesters) = Fall & Spring - mandatory Summer (using 150% eligibility)
- 3 quarters = Fall, Winter & Spring - optional Summer (using 99.99% eligibility)
- 4 quarters = Fall, Winter & Spring - mandatory Summer = (using 133.33% eligibility)

What should I include in the Fees section?

The Fees section is meant to capture those items which are charged to every attending student each year regardless of their program of study or grade level. One-time fees should not be included. The section may be blank if the tuition being reported already accounts for these items. Other items such as books, food, transportation, and housing are not to be included in this section as they vary by student.

What if my campus doesn't have on-campus housing?

Please enter N/A for the on-campus budget or the amount listed for off-campus housing.

What information should I include in Five Year Academic Programs?

Only institutions that have been approved for Five Year academic programs should list information here. All other institutions should leave these fields blank.

Institutional Contacts Form:

Do all fields need to be completed?

Yes, unless otherwise noted. The Financial Aid Director and Fiscal Officer cannot be the same person. The System Administrator and Authorized Official should match those listed on the System Administrator's Access Request Form (see below).

Who is the Authorized Official?

The Authorized Official (AO) is a school official who will not have access to the WebGrants system. The AO may be the President, department head, or another official who has the authority to verify the identity and role of the System Administrator.

System Administrator's Access Request Form

Who can sign the form?

The System Administrator (SA) and Authorized Official (AO) should match the Institutional Contacts Form. Please note that the AO cannot be someone who has access to the WebGrants system. Each institution may submit forms for a maximum of two (2) SAs. Each SA should submit a separate form.

How will I know when I can access WebGrants?

Once the account has been created, the SA will receive an email that will contain your user ID and a link to the website to reset your password.

Electronic Funds Transfer (EFT) Form

Where can I find instructions?

Pg. 2 of the form includes instructions.

What should I enter as the CK digit?

Please enter the last digit of the Transit Routing Number.

How can I provide interest-bearing documentation?

Please provide a statement or letter from the bank which includes the account number where Cal Grant funds will be held. The statement or letter must show that the account is interest-bearing.

California License Exam Reporting

My institution does not have any programs for which the passage of a CA license exam is required. Do I still need to submit the form?

Yes, all institutions must complete, sign, and submit this form annually, regardless of whether programs require a CA license exam. In this case, please check the box marked, "Does not offer any programs leading to employment for which passage of a state licensing examination is required."

Title IX Exemption or California Equity in Higher Education Act

My institution is not exempt from Title IX. Do I still need to submit a statement?

Yes, non-exempt institutions should provide a written declaration confirming their non-exempt status.

Non-Public Institutions: Verification of Title IV Receipt of Funds

What is the G5 External Award Activity History Report?

The G5 External Award Activity History Report is generated by the Department of Education. CSAC cannot access the report; it must be sent to us from the institution. Please make sure the most recent year's data is shown.

Non-Public Institutions: Verification of Title IV Disbursement to Student

What information needs to be on the student account ledger(s)?

The ledger(s) must show the disbursement of Title IV funds (Pell Grant and two of the three federal student aid programs: SEOG, Federal Stafford Loan Program, and/or FWS). For Non-Public institutions with multiple campuses, the Title IV funds must show disbursement at each location.

For Non-Public institutions with a main campus out of California, the Title IV funds must show disbursement at each California campus requesting Cal Grant participation. Each California additional location must submit a copy of student accounting ledgers, and/or FWS payroll statements verifying each California additional location's disbursement of Pell Grant and two of the three federal student aid programs.

Is my institution required to meet the 10% Rule?

The 10% Rule is not required if your institution qualifies through verification of Title IV disbursements. You do not need to complete the Financial Statement and Demonstration of Administrative Capability Form.

If you do not qualify under the Pell + 2 rule, you may qualify to apply under the 10% rule if your institution is WASC accredited and expends at least 10% of your operating budget on financial aid for students.

Other Questions

I have additional questions about the application process.

Please contact csacipa@csac.ca.gov or 1-888-294-0153.

I have additional questions unrelated to the application process.

Please contact schoolsupport@csac.ca.gov or 1-888-294-0153.